

# ORGANIZATION PLAN ADMINISTRATIVE SERVICES

CITY COMMISSION

CITY MANAGER

ADMINISTRATIVE SERVICES

TOTAL FULL - TIME EQUIVALENTS

	99/00	00/01	01/02
DEPARTMENT	146.5	145.75	150.1
CITY TOTAL	2,514.7	2,561.7	2,622.55

ADMINISTRATION

	99/00	00/01	01/02
DIR OF ADMIN SVCS	1	1	1
ADMIN ASST	1	1	1
SECRETARY III	0	1	1
SECRETARY I	1	0	0

HUMAN RESOURCES\*

ADMINISTRATION

	99/00	00/01	01/02
PERSONNEL DIR	1	1	1
SR ACCT CLERK	1	1	1

RECRUITMENT  
AND ASSESSMENT

	99/00	00/01	01/02
EMPLOYMENT MGR	1	1	1
PERS ANALYST	3	3	3
PERS ASSISTANT	2	2	2
SERVICE CLERK	2	2	2
RECEPTIONIST	1	1	1
WORD PROC SEC	1	1	1
PERS SVC CLERK	1	1	1
CLERK II	1	0	0

CLASSIFICATION  
AND COMPENSATION

	99/00	00/01	01/02
CLASS & COMP MGR	1	1	1
CLERK II	0	1	1
PERS REC SPEC	1	1	1
CLERK III	1	1	1
SERVICE CLERK	1	1	1

TRAINING

	99/00	00/01	01/02
ORG DEV&TRAIN MGR	1	1	1

EMPLOYEE RELATIONS

	99/00	00/01	01/02
EMPLOYEE REL DIR	1	1	1
ASST EMP REL DIR	1	1	1
ADMINISTRATIVE AIDE	1	2	1
PERSONNEL ASST	0	0	1

SUMMER YOUTH PROGRAM

	99/00	00/01	01/02
ADMINISTRATIVE AIDE	0	0.5	0.5

INFORMATION TECHNOLOGY

ADMINISTRATION

	99/00	00/01	01/02
INFO TECH DIRECTOR	1	1	1
TECH SUPP COORD	2	2	2
ADMIN AIDE	1	0	0
ADMIN ASSIST I	0	1	1
DATA CONTROL CLERK	1	1	1

TECHNICAL STRATEGY

	99/00	00/01	01/02
MGR DIST SYSTEMS	1	0	0
MGR TECH STRATEGY	0	1	1
PROGRAM ANALYST	1	0	0
SR TECH STRATEGIST	0	3	3
TECH STRATEGIST	0	3	3
INFO SYS SPEC I	3	0	0
INFO SYS SPEC II	3	0	0
INFO SYS SPEC III	3	0	0
INTERN	0.5	0.3	1

TECHNICAL SERVICES

	99/00	00/01	01/02
MGR OF TECH SVCS	1	1	1
SYS&DATA BASE ADM	1	0	0
DATABASE ADMIN	0	1	1
COMP OPER SUPV	1	0	0
CUST SUPPORT ADMIN	0	1	1
COMPUTER OPER II	1	1	1
COMPUTER OPER I	2	2	2
SYS ADMIN ANALYST	3	0	0
SYSTEMS ADMIN	0	1	1
SR SYS ADM ANALYST	1	0	0
NETWORK ADMIN	0	1	1
DATA CENTER SUPV	0	1	1
TECH SUPP ANALYST	0	1	1
INTERN	0	0.2	0.5

GEOGRAPHIC INFORMATION  
SYSTEMS

	99/00	00/01	01/02
GIS COORDINATOR	1	1	1
GIS SPECIALIST	1	1	2

RADIO SHOP

	99/00	00/01	01/02
TELECOM MGR	1	1	1
ASST TELECOM MGR	1	1	1
CLERK TYPIST II	1	1	1
INTERN	0	0.5	0.5

TELEPHONES

	99/00	00/01	01/02
TELE SYS SUPV	1	1	1
TELE SYS SPEC	1	1	1

PURCHASING

ADMINISTRATION

	99/00	00/01	01/02
PURCHASING MGR	1	1	1
SR PROC SPEC	1	1	1
PROC SPEC II	3	3	3
PURCHASING ASST	2	2	2
CLERK II	1	1	1
CLERK TYPIST I	1	0	0

CENTRAL STORES

	99/00	00/01	01/02
CENT STORES SUPV	1	1	1
STOREKEEPER II	2	2	2
CLERK III	1	1	1

CENTRAL SERVICES  
ADMINISTRATIVE SUPPORT

	99/00	00/01	01/02
ADMIN AIDE	1	1	1
COPY/MAIL TECH	1	1	1

RECORDS MANAGEMENT

	99/00	00/01	01/02
REPROGRAPHIC SUPV	1	1	1

PRINT CENTER

	99/00	00/01	01/02
PRINT SHOP SUPV	1	1	1
OFFSET PRESS OPER	1.5	1.5	1.5
COPY/MAIL TECH	1	1.5	1.5
GRAPHIC DESIGNER	0.5	0.5	0.5

FLEET

	99/00	00/01	01/02
FLEET MANAGER	1	1	0
AUTO SERV ENG	1	0	0
ASST PKG & CS MGR	0	1	1
AUTO & EQUIP ENG	0	1	1
ADMIN AIDE	2	2	2

PARKING & CENTRAL  
SERVICES

PARKING  
ADMINISTRATIVE SUPPORT

	99/00	00/01	01/02
PARK&CENT SER MGR	1	1	1
ASST PARKING MGR	1	0	0
ADMIN AIDE	1.5	1.5	1.5
CLERK III	2	2	2
ACCOUNTING CLERK	2	2	2
CUST SVC REP I	4	6	6
CLERK TYPIST II	1	0	0
CLERK TYPIST I	1	0	0
OFFICE SUPV	0	1	1

PARKING LOTS

	99/00	00/01	01/02
PKG LOT ATTN	4.75	3	3
M/M WORKER II	1	1	1
COIN COLLECTORS	2	2	2

INSTALLATION

	99/00	00/01	01/02
ASST PARKING MGR	1	0	0
PKG OP SUPV	0	1	1
PKG MTR MECH I	5	4	4
ELECT MTR MECH	5	5	5
SR PKG MTR MECH	1	1	1
M/M WORKER II	2	2	2

PARKING ENFORCEMENT

	99/00	00/01	01/02
SR PKG ENF SPEC	1	1	2
PKG SERVICE OFFC	15	15	19
LEAD PKG SVC OFFC	1	1	0

PARKING GARAGE

	99/00	00/01	01/02
MM WORKER III	1	1	1
MM WORKER II	2	2	2
MM WORKER I	0	0.5	0.5

SECURITY

	99/00	00/01	01/02
SECURITY GUARD III	1	1	1
SECURITY GUARD II	2.50	2.50	2.50
SECURITY GUARD I	2.50	4.25	4.25

\*FORMERLY PERSONNEL

## **ADMINISTRATIVE SERVICES DEPARTMENT**

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### **MISSION**

Be the Best, Serving the Best.

### **FY 2001/2002 GOALS, OBJECTIVES AND SELECTED PERFORMANCE MEASURES**

	FY 1999/2000	FY 2000/2001	FY 2001/2002
<b><u>DIVISION</u></b> : Administrative Support	<u>Actuals</u>	<u>Estimated</u>	<u>Adopted</u>
Total Budget	\$641,386	\$602,656	\$563,292
Total FTE's	3	3	3

1. **Goal**: Foster a departmental commitment to excellent service for our varied customers. This commitment is promoted through shared leadership, employee recognition and support, and a spirit of enthusiasm.

**Objectives**: a. Provide overall management services and coordination for the department, including the coordination of responses to citizen and Commission inquiries, monitoring the departmental budget and administering the City's Service Award Program.

	FY 1999/2000	FY 2000/2001	FY 2001/2002
<b><u>DIVISION</u></b> : Information Technology	<u>Actuals</u>	<u>Estimated</u>	<u>Adopted</u>
Total Budget (General Fund)	\$3,249,015	\$4,215,895	\$4,104,728
Total FTE's	28.5	28.5	30.6
Total Budget (Central Services Fund)	\$1,323,060	\$1,449,191	\$1,506,706
Total FTE's	5.0	5.5	5.5

2. **Goal**: Provide reliable computer and network infrastructure, effective customer support, and innovative implementation of new technologies including providing for e-government capability to both the citizens and business community.

**Objectives**: a. Assist departments in expanding their use of the Internet and Intranet to enhance the delivery of information and services to customers.

b. Coordinate and assist with deployment of technology throughout the City via the annual Department Technology Plans.

c. Implement document management imaging and workflow system for the Human Resources Division utilizing both the Intranet and Internet. This technology can be expanded for use in other areas throughout the City.

d. Implement hand held data collection devices to increase productivity and accuracy of data collection and workflow for the Fire and Public Services departments.

e. Continue to improve the reliability and availability of applications and systems by implementing fault-tolerant technologies such as server clustering and network redundancy to provide automatic failover.

## ADMINISTRATIVE SERVICES DEPARTMENT

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- f. Manage the exploding need for data storage and quick online recovery of data by utilizing the latest tools for backup and recovery such as dedicated backup servers and intelligent disk storage devices.
- g. Enable mobile and remote users to more efficiently communicate by taking advantage of collaboration tools such as Internet Telephony.
- h. Provide more efficient and proactive problem resolution by using network and system monitoring tools that immediately notify the Helpdesk of problems and automatically suggest possible courses of action.
- i. Minimize risk by implementing security software and procedures that enforce the City's policies on computer usage and protect against unauthorized access internally and via the Internet.
- j. Complete implementation of the new Helpdesk software system to enhance management of calls by December 30, 2001.
- k. Complete implementation of the new Payroll/Personnel software system by the end of FY 2001/2002.

<u>Selected Performance Measures</u>	<u>FY 1999/2000 Actuals</u>	<u>FY 2000/2001 Estimated</u>	<u>FY 2001/2002 Target</u>
<b>Workloads/Outputs:</b>			
Network Users	858	1,000	1,000
Helpline Calls	12,865	10,485	11,000
<b>Efficiency:</b>			
Average ISD Personnel Cost/Call*	\$19.21	\$19.12	\$19.78
<b>Effectiveness:</b>			
Helpline Calls Resolved Within 4 Hrs	86 %	85 %	86 %

\*As reported by Help Desk Institute's 99/00 Best Practices survey, the average cost of a helpline call is \$20 to \$29.

3. Goal: Provide effective and economical radio and telephone communications for all City offices and regulate the use of the City's rights of way by telecommunications services providers, cable television franchise holders and the placement of antennas and towers within the City.

- Objectives:
- a. Develop plans to improve electrical grounding at the Utilities' radio communications site.
  - b. Develop specifications for a new radio communications site.
  - c. Complete installation of emergency repeaters for non-public safety radio system users by March, 2002.

## ADMINISTRATIVE SERVICES DEPARTMENT

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- d. Develop specifications for future procurement of local and long distance telephone service.
- e. Work with the Public Information Office and Police Department to procure and implement a Highway Advisory Radio System by June, 2002.

<u>Selected Performance Measures</u>	FY 1999/2000 <u>Actuals</u>	FY 2000/2001 <u>Estimated</u>	FY 2001/2002 <u>Target</u>
<b>Workloads/Outputs:</b>			
Radios in Service	1,755	1,767	1,850
Radios Repaired Monthly	47	52	55
Telephones in Service	1,468	1,468	1,700
Telephone Service Requests/Day	20	10	10
<b>Efficiency:</b>			
Turnaround Time for Radio Repairs (Days)	8	7	5
Telephone Work Tickets Completed in 24 Hours or Less	15	15	10
<b>Effectiveness:</b>			
Radios Returned Due to Improper Repair	1 %	<1 %	<1 %
Radio System Uptime	99.80 %	99.99 %	99.99 %
Telephone System Uptime	99.90 %	99.99 %	99.99 %

	FY 1999/2000 <u>Actuals</u>	FY 2000/2001 <u>Estimated</u>	FY 2001/2002 <u>Adopted</u>
<b><u>DIVISION:</u></b> Parking and Central Services			
Total Budget (General Fund)	\$832,343	\$958,591	\$918,264
Total FTE's	3.0	3.0	3.0
Total Budget (Parking Fund)	\$4,839,394	\$6,046,836	\$6,599,521
Total FTE's	59.0	61.5	65.0
Total Budget (Central Services Fund)	\$437,284	\$399,935	\$416,614
Total FTE's	4.0	4.5	4.5
Total Budget (Vehicle Rental Fund)	\$10,876,222	\$10,613,660	\$12,024,219
Total FTE's	4.0	4.0	4.0

4. Goal: Provide the City with the highest quality printing and graphic products possible at a competitive rate.

Objectives: a. Review charges to meet actual expenses and remain competitive, while providing a level of service unobtainable on the outside. Maintain a savings of at least 25% over outside commercial printers.

## ADMINISTRATIVE SERVICES DEPARTMENT

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<u>Selected Performance Measures</u>	FY 1999/2000 <u>Actuals</u>	FY 2000/2001 <u>Estimated</u>	FY 2001/2002 <u>Target</u>
<b>Workloads/Outputs:</b>			
Sheets Thru Press (Impressions)	7,322,659	6,813,273	7,000,000
<b>Efficiency:</b>			
Cost Per 1,000 Impressions	N/A	N/A	\$57.14
Impressions Per Operator	N/A	N/A	2,725,000
<b>Effectiveness</b>			
Lower Than Outside Printing Companies	26 %	26 %	26 %

5. Goal: Provide City employees and the public with access to City Records and ensure that the City remains in compliance with State Public Records Laws.

- Objectives:
- a. Monitor and control Records Storage and microfilming contracts to ensure availability of records and that the records are maintained in accordance with state law.
  - b. Update, print and distribute Records Retention Manuals, Records Management Handbook and the City's Policy and Standards Manual.

6. Goal: Provide reliable City Hall Parking Garage security.

- Objectives:
- a. Escort employees to the parking garage after normal working hours.
  - b. Provide after hours security in City Hall lobby.

7. Goal: Furnish functional, reliable and economical vehicles and fleet-related equipment necessary for the conduct of City operations.

- Objectives:
- a. Implement the planned replacement of 147 vehicles and pieces of equipment.
  - b. Update the "Fleet Plan" and projected vehicle and equipment replacement costs through FY 2002/2003.
  - c. Successfully monitor and control the "Fleet Management & Maintenance Services Agreement" with First Vehicle Services to ensure vehicle and equipment maintenance and repairs are optimized to minimize downtime and costs and protect the overall fleet investment.
  - d. Complete contract cost negotiations for year one of the last two year extension of the fleet maintenance contract (effective 10/1/01) to establish the firm Targeted Budget for Fiscal Year 2001/2002.

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<u>Selected Performance Measures</u>	FY 1999/2000 <u>Actuals</u>	FY 2000/2001 <u>Estimated</u>	FY 2001/2002 <u>Target</u>
<b>Workload:</b>			
Vehicle/Equip. Work Orders Completed	15,000	16,300	16,300
Vehicle/Equipment PM's Completed	4,800	4,900	4,900
<b>Efficiency:</b>			
Reduce Veh/Equip Turnaround Time for Repairs of Public Safety Units (Police & Fire): No. of Repairs > 24 Hours/Month	70	70	< 70
Reduce No. of Fleet Veh/Equip Repairs > 48 Hours/Month	98	<90	< 90
<b>Effectiveness:</b>			
Maintain Overall Fleet Availability > 95%	97.1 %	>95 %	> 95 %

8. Goal: Provide safe and convenient parking in a professional, efficient, and innovative manner.

- Objectives:
- a. Provide well-maintained and repaired parking meters thus minimizing meter malfunctions while increasing meter revenue.
  - b. Effectively enforce the parking regulations set forth by State Statute and City ordinance.
  - c. Provide excellent customer service when assisting the public.
  - d. Continue the replacement of mechanical meters with digital meters throughout the City.
  - e. Continue using a detail officer in the Central Parking Garage (CPG) on Friday and Saturday evenings and continue with the supplemental lot and CPG maintenance.
  - f. Implement an interactive voice response and Internet credit card payment system for integration into the new Parking Administration System Software.
  - g. Pursue expansion of parking facilities.
  - h. Develop new public parking under the deck area of the new 17th Street Causeway Bridge by the end of March, 2002.

<u>Selected Performance Measures</u>	FY 1999/2000 <u>Actuals</u>	FY 2000/2001 <u>Estimated</u>	FY 2001/2002 <u>Target</u>
<b>Workloads/Outputs:</b>			
Citations Issued Annually	111,774	106,872	125,000
Payments Posted Per Week	950	1,700	1,700
Total Parking Spaces	9,194	10,242	10,422
Hours CPG Maintained Per Week	100	130	130

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<u>Selected Performance Measures</u>	FY 1999/2000 <u>Actuals</u>	FY 2000/2001 <u>Estimated</u>	FY 2001/2002 <u>Target</u>
<b>Efficiency:</b>			
Total Parking Spaces Maintained Per Mechanic	1,021	1,138	1,158
<b>Effectiveness:</b>			
Citations Voided (% of Issued)	2.7 %	2.9 %	2.4 %
Citations Paid Annually (% of Issued) (Industry Standard is 75%)	63.0 %	75.0 %	75.0 %

	FY 1999/2000 <u>Actuals</u>	FY 2000/2001 <u>Estimated</u>	FY 2001/2002 <u>Adopted</u>
<b><u>DIVISION:</u></b> Human Resources			
Total Budget (General Fund)	\$1,758,351	\$1,984,323	\$2,087,866
Total Budget (Insurance Fund)	\$90,444	\$109,602	\$82,000
Total FTE's	23	23	23.5

9. Goal: Provide professional human resource management services by encouraging personal and professional growth, developing innovative methods, building a positive image, creating employee satisfaction and promoting teamwork.

- Objectives:
- a. Recruit and identify quality candidates for employment through targeted recruitment and advanced professional assessment techniques.
  - b. Identify training needs of individual departments and provide programs which address those needs.
  - c. Develop and implement systems and procedures which will effectively provide for equal employment opportunity.
  - d. Continue the ongoing practice of compensating employees fairly in terms of both internal and external equity.
  - e. Plan, organize and direct the labor and employee relation activities of the City including: union contract negotiations, resolving labor/employee relation problems, and promoting labor management cooperation.
  - f. Conduct special projects such as Document Imaging and Payroll/Personnel Replacement System.

10. Goal: Provide medical services required by the employment process.

- Objective:
- a. Administer various medical examinations, e.g.: post employment job offer physicals and drug screens, fit-for-duty exams, and mandatory drug and alcohol testing.

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<u>Selected Performance Measures</u>	FY 1999/2000 <u>Actuals</u>	FY 2000/2001 <u>Estimated</u>	FY 2001/2002 <u>Target</u>
<b>Workloads/Outputs:</b>			
Applications Processed	10,128	12,298	10,500
Appointments, Hires, Promotions, etc.	636	534	500
<b>Efficiency:</b>			
Human Resource Division Expense as a % of City Expenses*	0.6 %	0.6 %	0.6 %
<b>Effectiveness:</b>			
Customer Service Survey (% Rated as Excellent)	91.1 %	90.4 %	95.0 %

\*The 2001 Average National Benchmark was 1.0% as published in the annual survey/report conducted by the Bureau of National Affairs, Inc. and the Society for Human Resource Management (recognized by the Saratoga Institute as the annual Human Resources Effectiveness Report [HRER]).

	FY 1999/2000 <u>Actuals</u>	FY 2000/2001 <u>Estimated</u>	FY 2001/2002 <u>Adopted</u>
<b><u>DIVISION</u></b> : Purchasing			
Total Budget (General Fund)	\$586,446	\$634,729	\$610,902
Total FTE's	9	8	8
Total Budget (Central Services Fund)	\$336,350	\$341,289	\$333,092
Total FTE's	4	4	4

10. Goal: Provide quality procurement and materials management services through the use of automation, increased efficiency, professionalism and good relations with City departments and the business community.

- Objectives:
- a. Ensure the City the best possible pricing for required goods and services, consistent with acceptable quality and other required needs.
  - b. Continue to use technology to obtain greater competitiveness in the marketplace.
  - c. Assist all using departments in ensuring contractor/vendor compliance and assist in negotiating unresolved issues. Monitor department compliance with the Purchasing Code.
  - d. Provide an efficient and cost effective Central Stores program.
  - e. Issue purchase orders in a timely and efficient manner, from receipt of acceptable requisition (16 days on average).
  - f. Ensure the City is obtaining the best possible value for the travel dollars spent.
  - g. Increase City's outreach to MBE/WBE vendors and monitor City departments compliance with related MBE/WBE objectives.



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<u>Selected Performance Measures</u>	<u>FY 1999/2000 Actuals</u>	<u>FY 2000/2001 Estimated</u>	<u>FY 2001/2002 Target</u>
<b>Workloads/Outputs:</b>			
Purchase Orders Issued (Includes RPA's)	16,750	15,287	16,000
Completed Solicitations	168	165	160
<b>Efficiency:</b>			
Cost to Process Purchase Order	\$38.01	\$41.36	\$38.66
<b>Effectiveness:</b>			
Days to Issue a Purchase Order*	16	16	14

\*A survey by Arizona State University reports the national average time the public sector requires to issue a purchase order is 23 days.

	<u>FY 1999/2000 Actual</u>	<u>FY 2000/2001 Orig. Budget</u>	<u>FY 2000/2001 Est. Actual</u>	<u>FY 2001/2002 Adopted</u>
<b><u>General Fund</u></b>				
<b>Revenues</b>				
Taxes	\$ 1,263,931	1,475,000	1,550,000	0
Charges for Service	1,019,309	1,112,039	1,029,200	1,026,692
Fines & Forfeitures	184,095	281,250	240,000	240,000
Miscellaneous Revenues	753,414	792,598	889,234	737,903
<i>Total</i>	<u>\$ 3,220,749</u>	<u>3,660,887</u>	<u>3,708,434</u>	<u>2,004,595</u>
<b>Expenditure</b>				
Salaries & Wages	\$ 3,488,713	3,533,840	3,766,076	4,084,856
Fringe Benefits	998,777	1,039,687	1,107,047	1,164,612
Services/Materials	1,751,013	2,344,523	2,211,002	2,492,579
Other Operating Expenses	309,054	275,500	308,997	313,005
Capital Outlay	519,983	500,600	1,003,072	230,000
<i>Total</i>	<u>\$ 7,067,540</u>	<u>7,694,150</u>	<u>8,396,194</u>	<u>8,285,052</u>

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	<b>FY 1999/2000</b>	<b>FY 2000/2001</b>	<b>FY 2000/2001</b>	<b>FY 2001/2002</b>
	<b>Actual</b>	<b>Orig. Budget</b>	<b>Est. Actual</b>	<b>Adopted</b>
		<b><u>Parking Fund</u></b>		
<b>Revenues</b>				
Charges for Service	\$ 5,687,937	5,891,800	5,694,269	6,025,436
Fines & Forfeitures	1,459,147	2,650,000	1,750,000	2,398,750
Miscellaneous Revenues	628,462	665,200	543,500	543,500
<i>Total</i>	<u>\$ 7,775,546</u>	<u>9,207,000</u>	<u>7,987,769</u>	<u>8,967,686</u>
<b>Expenditures</b>				
Salaries & Wages	\$ 1,696,301	1,963,610	1,856,424	2,244,835
Fringe Benefits	496,049	567,338	583,459	666,196
Services/Materials	784,353	1,053,561	1,585,672	1,521,355
Other Operating Expenses	1,559,334	1,641,867	1,456,152	1,689,635
Capital Outlay	303,357	495,335	565,130	477,500
<i>Total</i>	<u>\$ 4,839,394</u>	<u>5,721,711</u>	<u>6,046,837</u>	<u>6,599,521</u>
		<b><u>Insurance Fund</u></b>		
<b>Expenditures</b>				
Services/Materials	\$ 90,444	82,000	109,602	82,000
<i>Total</i>	<u>\$ 90,444</u>	<u>82,000</u>	<u>109,602</u>	<u>82,000</u>
		<b><u>Central Services Fund</u></b>		
<b>Revenues</b>				
Charges for Service	\$ 1,950,628	1,463,132	1,463,132	2,352,546
Miscellaneous Revenues	260,106	171,951	155,405	160,804
<i>Total</i>	<u>\$ 2,210,734</u>	<u>1,635,083</u>	<u>1,618,537</u>	<u>2,513,350</u>
<b>Expenditures</b>				
Salaries & Wages	\$ 556,925	567,511	552,970	589,592
Fringe Benefits	171,048	178,523	185,814	188,072
Services/Materials	1,115,995	1,003,185	1,243,128	1,211,150
Other Operating Expenses	159,588	184,539	163,350	190,098
Capital Outlay	93,138	80,000	45,153	77,500
<i>Total</i>	<u>\$ 2,096,694</u>	<u>2,013,758</u>	<u>2,190,415</u>	<u>2,256,412</u>

## ADMINISTRATIVE SERVICES DEPARTMENT

	<b>FY 1999/2000</b>	<b>FY 2000/2001</b>	<b>FY 2000/2001</b>	<b>FY 2001/2002</b>
	<b>Actual</b>	<b>Orig. Budget</b>	<b>Est. Actual</b>	<b>Adopted</b>
	<b><u>Vehicle Rental Fund</u></b>			
<b>Revenues</b>				
Charges for Service	\$ 9,349,861	10,646,220	11,420,454	12,175,580
Miscellaneous Revenues	1,347,570	1,269,273	921,345	1,073,408
<i>Total</i>	<u>\$ 10,697,431</u>	<u>11,915,493</u>	<u>12,341,799</u>	<u>13,248,988</u>
<b>Expenditures</b>				
Salaries & Wages	\$ 172,048	215,730	219,772	232,533
Fringe Benefits	51,218	61,876	64,195	65,647
Services/Materials	3,918,899	4,887,696	4,842,830	6,083,534
Other Operating Expenses	174,371	195,667	179,794	202,005
Capital Outlay	6,559,686	5,145,451	5,307,069	5,440,500
<i>Total</i>	<u>\$ 10,876,222</u>	<u>10,506,420</u>	<u>10,613,660</u>	<u>12,024,219</u>